

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Budget Control 6.0	EFFECTIVE DATE: 5/12/83
TITLE: Space Management Supplements--Organization Moving Expenses	REVISION DATE: 10/31/92
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BACKGROUND

Section 20.865 (2) (a), Wisconsin Statutes, authorizes supplements for space management purposes, including moving expenses. The Department of Administration (DOA) provides moving supplements by direct payment or reimbursement of eligible expenses. Only those expenses incurred for organization moves that were initiated by DOA are eligible for supplementation. DOA-initiated moves include those to accommodate remodeling projects and may include other relocations within or between state and private facilities. Guidelines for space use and acquisition given in State Administrative Policy and Procedures (SAPP) FAC-B-2, FAC-B-3 and COM-B-3, and Form REP-1 (Building Space Request) indicate that DOA approval is required for some moves. When DOA approval is required for a move to new space (as opposed to shifts in locations within space already allocated to the agency) in a state facility or to a different private facility, such approval does not mean that DOA initiated the move.

The DOA Division of Buildings and Police Services will process documentation to provide supplements or reimbursements for the following expenses incurred for moves initiated by DOA:

1. Services for moving furniture and equipment.
2. Removal and reinstallation of existing telephone systems. The DOA Division of State Facilities Management may:
 - a. Survey the existing system to identify more practical alternatives, or
 - b. Allow justified variations or additions.
3. Moving other existing systems such as copiers, computer configurations and coaxial cable installations.

In addition to moving expense supplements, rent supplements may be obtained to cover costs for an increase in occupied space, vacant space or higher rates which result from a DOA-initiated move.

The following procedures are provided to facilitate prompt and proper processing of documents for moving supplements and to ensure that those supplements are obtained for eligible expenditures.

PROCEDURES

General

1. Division Space Coordinators will notify the DHSS Space Manager in the Bureau of Administration, Division of Management Services (DMS) of the need for moving any organization within their division. All other moves will be coordinated by the DHSS Space Manager.
2. Representatives of the DMS Bureau of Administration will contact the DOA Division of Buildings and Police Services to obtain approval for moves when necessary and to coordinate arrangements for all moves. Division Space Coordinators are not to contact the DOA Division of Buildings and Police Services except to provide information upon request or to assist in system surveys conducted by DOA.
3. When notified by DOA, the DHSS Bureau of Administration will provide written notification of any DOA-initiated move to the Space Coordinator of the division involved.
4. The DHSS Space Manager will assist the Division Space Coordinator as necessary in making moving arrangements and processing related documentation.
5. If a DOA-initiated move results in increased rent expense for an organization, the Division Space Coordinator is responsible for notifying the DHSS Bureau of Fiscal Services of the increase. The DHSS Bureau of Fiscal Services will then prepare the request for a rent supplement.

Moves Initiated by DOA

1. The Division Space Coordinator will be responsible, or delegate responsibility, for making arrangements for other moves initiated by DOA.
2. Expenditures for other moves initiated by DOA will be authorized, processed and reimbursed in accordance with the following procedures:
 - a. The Division Space Coordinator is responsible for ensuring that provisions are made to identify and accumulate expenses related to DOA-initiated moves as follows:
 - (1) The DHSS Telecommunications Section will be notified to insert the note "Move to be paid by DOA" on related Telephone Service Orders. Code the Telephone Service Order to the regular account codes of the organization involved, since the order will affect both the (a) monthly telephone

bill (which will be funded from the organization's operating budget) and (b) the cost of moving the telephone service which will be reimbursed by DOA. Forward a copy of the approved Telephone Service Order to DHSS Bureau of Fiscal Services (attention Gary West) after return from the telephone.

- (2) The person responsible for preparation will be notified to insert the note "Move to be paid by DOA" on related purchase orders.

- b. The DHSS Bureau of Fiscal Services will pay the claims when telephone bills or vendor's invoices are received and prepare an invoice to DOA for the total amount to be reimbursed for each move. Copies of the telephone service orders and bills and other vendor's invoices and related purchase orders, will be attached to the invoice submitted to DOA.

Moves Initiated by any Authority within DHSS

1. The Division Space Coordinator will be responsible, or delegate responsibility, for making arrangements for moves initiated by any authority within DHSS.
2. All related expenses for moves initiated within DHSS will be paid by the organization involved in the same manner as other similar obligations and processed and paid. No supplements or expense reimbursements will be received from DOA.

CONTACT PERSONS

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